

# The Odisha Gazette

EXTRAORDINARY

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## GENERAL ADMINISTRATION (AR) DEPARTMENT

### NOTIFICATION

The 1st January, 2013

No.30-GAD-AR-DRF-0181-2012/AR,—In exercise of the powers conferred by section 3 read with sections 5 and 6 the Odisha Right to Public Services Act, 2012 (Odisha Act 8 of 2012) the State Government do hereby declare the services as given in column (1) of the Schedule given below to be provided to the eligible persons within the specified time limit as specified against each such services in column (2) thereof by the Designated Officers as in column (3) for the purposes of the said Act and also notify the Appellate and Revisional Authority respectively in column (4) and (5) of the said Schedule for passing of orders if any under the provisions of the said Act whenever an application is preferred to them.

Sl. No	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
	1	2	3	4	5
1	COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT				
	1. Temporary Registration	3 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	2. Registration of Vehicles	7 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	3. Tax Clearance Certificate(TCC) in Form-D	4 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	4. NOC in Form-28	4 days (after receipt of Police clearance report)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	5. Addition/Deletion of Hire Purchase/Mortgage entry	4 days (after receipt of confirmation from Financier)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	6. Transfer of ownership of vehicle	4 days (after appearance of both seller & purchaser)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	7. Issue of Lerner's License for Driving License	3 days from the date of appearance for test	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	8. Issue of Driving License	5 days (after passing in the test)	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	9. Renewal of Driving License	5 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA

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	10. Issue of Duplicate Driving license	5 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	11. Issue of Trade Certificate	30 days	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	12. Issue of Transporting Agents' License	30 days after receipt of clearance from Mining Department wherever necessary	MVI/ Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
	13. Issue of Fitness Certificate for Transport Vehicle	3 days (after production of vehicle for inspection & compliance to rules)	Junior MVI/MVI	RTO/Sub-Collector	Collector-cum-Chairman, RTA
2.	REVENUE & DISASTER MANAGEMENT DEPARTMENT				
	14. Disposal of misc. certificate cases for SC, ST, OBC, SEBC and Legal Heir Certificates	30 days (excluding the period taken for disposal of objections, if any) N.B.: For these certificates citizens should apply in their native tahsils.	Tahasildar/ Addl. Tahasildar	Collector (SC & ST)	RDC
			Tahasildar/ Addl. Tahasildar	Sub-Collector (OBC, SEBC and Legal Heir)	Collector
	15. Disposal of misc. certificate cases for Residence and Income certificates	15 days (excluding the period taken for disposal of objections, if any)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
	16. Issue of certified copy of RoR	3 days	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
	17. Disposal of uncontested mutation cases	3 months for disposal and 45 days for correction of RoR	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
	18. Disposal of cases u/s 8 (A) of OLR Act	2 months for disposal (excluding the time taken for payment of premium)	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
	19. Partition of land on mutual agreement of all co-sharers u/s 19(1)(C) of OLR Act	6 months	Tahasildar/ Addl. Tahasildar	Sub-Collector	Collector
	20. Registration of documents	3 days	DSR/SR	DR-cum-ADM	IGR
	21. Issue of Encumbrance Certificate	7 days	DSR/SR	DR-cum-ADM	IGR
	22. Issue of certified copy of previously registered documents	7 days	DSR/SR	DR-cum-ADM	IGR

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	23. Registration along with issue of marriage certificate under Special Marriage Act	40 days (where no objection received)	DSR/SR	DR-cum-ADM	IGR
		70 days (where objection received)	DR	Collector	IGR
	24. Registration of Societies	3 months where more than one district is involved (State Level Society)	Registrar of Societies (IGR)	Government	Government
		One month (where one district is involved)	Addl. Registrar of Societies (ADM)	IGR	Government
	25. Disbursement of ex-gratia by Tahasildars from the date of receipt of funds and approval	3 months	Tahasildar	Sub-Collector	Collector
3.	FINANCE DEPARTMENT				
	26. Disposal of application for registration under VAT/CST Act	30 days	Commercial Tax Officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in charge of Circles & Assessment Units	Joint Commissioner of Commercial Taxes in charge of Ranges	Additional Commissioner of Commercial Taxes (Zonal)
	27. Disposal of application for amendment of registration certificates	15 days	Commercial Tax Officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in charge of Circles & Assessment Units	Joint Commissioner of Commercial Taxes in charge of Ranges	Additional Commissioner of Commercial Taxes (Zonal)
	28. Disposal of application for 'C' forms, 'F' forms, 'H' forms & Waybills	7 days	Commercial Tax Officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial Taxes in charge of Circles & Assessment Units	Joint Commissioner of Commercial Taxes in charge of Ranges	Additional Commissioner of Commercial Taxes (Zonal)

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4.	HOME DEPARTMENT				
	29. Character / Antecedent verification	30 Days	SI/ASI in-charge of the Desk in DIB	DSP, DIB (for District)/ ACP, DIB (for Commissionerate)	SP (for District)/ DCP (for Commissionerate)
	30. NOC for Passport Verification	30 Days	SI/ASI in-charge of the Desk in DIB	DSP, DIB (for District)/ ACP, DIB (for Commissionerate)	SP (for District)/ DCP (for Commissionerate)
5.	HEALTH & FAMILY WELFARE DEPARTMENT				
	31. Registration of Birth/Death	30 days in case of Urban Area	Health Officer/ Executive Officer of Urban Local Bodies	A.D.M.O.(P.H.) of DHH	C.D.M.O. of the District/ CMO in case of Rourkela & BBSR
		30 days in case of Rural Area	Medical Officer, CHC	S.D.M.O/ A.D.M.O of DHH	C.D.M.O. of the District
	32. For getting Birth/Death Certificate	7 days in case of Urban Area	Health Officer/ Executive Officer of Urban Local Bodies	A.D.M.O.(P.H.) of DHH	C.D.M.O. of the District/ CMO in case of Rourkela & BBSR
		7 days in case of Rural Area	Medical Officer, CHC	S.D.M.O/ A.D.M.O of DHH	C.D.M.O. of the District
6.	RURAL DEVELOPMENT DEPARTMENT				
	33. Repair of Hand pump / Tubewell	7 days (minor repair) 14 days (major repair except replacement) 28 days for replacement	Junior Engineer, II RWSS	Assistant Engineer, RWSS	BDO
7.	WOMEN & CHILD DEVELOPMENT DEPARTMENT				
	34. Assistance under National Family Benefit Scheme (NFBS)	30 days	BDO	Sub-Collector	Collector

By Order of the Governor

VIJAY ARORA

Special Secretary to Government